

NORTH KINGSTOWN FREE LIBRARY COLLECTION DEVELOPMENT POLICY

PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

North Kingstown Free Library's collection development policy represents the basic guidelines upon which the library's collection is built. It was written by staff members using state and national standards, and is reviewed periodically and updated as necessary. It is available to anyone who may have an interest in knowing the philosophy which governs the library's materials selection.

The purpose of this policy is to guide librarians in the selection of materials of contemporary significance and of permanent value and to inform the public about the principles upon which selection are made. Its primary objective, as it fulfills the [library mission statement](#), is to ensure the library can provide the community with relevant materials in sufficient supply to make the library a dependable resource for most people most of the time.

GOALS

- A. To select and purchase materials, within our financial ability, which will achieve a balance between materials of contemporary interest and permanent value and will reflect differing points of view.
- B. To serve the community as a center of timely, accurate, and useful information.
- C. To provide an environment where citizens may encounter all types of ideas that are the basis of a free society.
- D. To select and provide easy access to materials, which will help meet the educational, informational, and recreational needs of all the people served by the library.
- E. In as much as the community is constantly changing, the library will continue to study the characteristics of its users. It will select materials suitable in form, subject content, and style to meet the present and future needs of the community.

To meet these goals, the North Kingstown Free Library is guided by the American Library Association's [Freedom to Read Statement](#).

GENERAL PRINCIPLES

Basic to this policy is the [Freedom to Read Statement](#) and [Library Bill of Rights](#), as adopted by the American Library Association. This states, in part, "In no case should any book be excluded because of the race or nationality or the political or religious views of the writer. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times – international, national and local; and books or other reading material of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval". The aim of the library is to provide the public with the materials needed for general reading, reference and recreation.

CRITERIA FOR SELECTION

Certain factors influence the selection of library materials. All acquisitions, whether purchased or donated, will be judged in terms of the following standards:

- Patron interest
- The creator's significance and credibility
- The importance of subject matter to the collection
- Timeliness or permanence of the material
- Reflect a variety of viewpoints
- Authoritativeness
- Accessibility of the material in the Ocean State Libraries (OSL) Consortium
- The presence of favorable reviews in standard, independent review sources such as: *Library Journal*, *Kirkus Reviews*, *Booklist*, *School Library Journal*, *Publisher's Weekly*, *The New York Times Book Review*, and the *New York Review of Books*; reviews in local newspapers such as the *Providence Journal* or the *Boston Globe*, also in trade publications such as *Time Magazine* and in popular book review sources such as *BookPage*.
- Price
- Suitability of physical form for library use, as well as type and legibility

Using the criteria listed above, materials are recommended for purchase by the professional staff. The final responsibility for selection of library materials lies with the Library Administration.

COMPONENTS OF THE NORTH KINGSTOWN FREE LIBRARY COLLECTIONS

Adult Nonfiction

The Adult Nonfiction Collection serves mainly the high school age to adult patron and provides a wide range of materials for users of all educational levels and backgrounds
Textbooks or extremely academic materials are generally not purchased.

The Adult Non-Fiction Collections encompasses varying formats of materials including:

1. print: books, magazines, newspapers, pamphlets;
2. Audiovisual: dvds and talking books
3. web-based: (ex) Selected Websites listed on the library's homepage, vetted by the North Kingstown Free Library Reference Staff.
4. electronic: (ex) Gale Virtual Reference Library; various databases.

Electronic resources are an integral part of the overall collection of the library. They provide immediate access to time-sensitive information, and give patrons and staff access to a wide range of information and services, many of which we would not be able to purchase separately for the collection because of space and cost limitations. In addition, they expand access to our collection beyond the walls of the library.

Selection of all materials follows the general criteria for selection as outlined above.

The South County Room Collections also fall under the Adult Non-Fiction Department. There is a separate Collection Policy for these materials: [South County Room Collection Policy](#). These collections document the history and culture of the Town of North Kingstown and its environs for present and future generations.

Fiction

In selecting fiction, the existence of a variety of types of novels, short stories and collected works and the need to satisfy readers of differing tastes, interests, purposes and reading abilities are recognized. Recognizing the unique requirements of this range of readers, and collection popularity, additional criteria to be considered is as follows:

- Exemplify a range of genres and literary and artistic styles
- Patron interest and demand may/will take precedence over all other selection criteria

Young Adult

Young adult literature is chosen according to the basic collection criteria, and involves both fiction and non-fiction material. Recognizing the unique requirements of this age group, additional criteria to be considered are as follows:

- Exemplify a range of genres and literary styles
- Include non-print materials such as books on CD and playaways, eBooks, and other emerging technology relevant to teenage life
- Motivate teens to examine their own attitudes, behavior, responsibilities, rights and privileges as participating citizens in our society, and to make informed judgments in their daily lives
- Offer materials spanning a wide scope of reading levels and maturity levels

The primary audience for consideration is teen's grades 6-12, with a secondary audience of adult readers.

Children's

Materials for children are selected specifically for different ages, interests, and development levels. These materials should be made available to satisfy and stimulate the informational, educational, cultural and recreational needs of children as well as encourage a love of reading.

Selection is made by the same standards which apply to adult materials with this additional criterion applied:

- Suitability of content and vocabulary to age level

Books of imaginative fiction and non-fiction which authentically portray a period, incident or way of life are selected despite the use of displeasing words or illustrations, provided the total impact of the book meets other basic criteria.

Parents or legal guardians have the responsibility of selecting reading materials that their children may borrow.

Media

The selection of media, including DVDs, Blu-rays, music CDs, audio books on CD, Playaways, ebooks and downloadable audio, will follow the same general criteria as that for print materials. Popularity and patron interest are prime factors that drive selection of media, coupled with price and expected longevity.

WHEN LIBRARY MATERIAL IS CHALLENGED

The choice of library materials by patrons is an individual matter. Parents and legal guardians are responsible for the materials that their children borrow. While a person may reject materials for himself or for his children, he cannot exercise censorship to restrict access to library materials by others.

The North Kingstown Free Library supports freedom and endorses the [ALA Freedom to Read Statement](#). Patrons wishing reconsideration of library materials must complete the North Kingstown Free Library Request for Reconsideration of Library Resources Form in its entirety. Only signed complaints will be considered. The form is also available at the Circulation Desk. The relevant Library Staff and a Library Administrator will review the library material to ascertain whether it meets the standards set forth in the library's Collection Development Policy, and to make a written recommendation to the library director as to the validity of the complaint.

The library director, after reviewing the recommendation, decides whether the library material remains on the shelf or is removed and notifies the patron of said decision.

A copy of the complaint form will be mailed to the ALA Intellectual Freedom Committee.

REPLACEMENT OF MATERIALS

The library will not automatically replace all materials withdrawn because of loss, damage, or wear. Decisions will be based on the following considerations:

- Demand for the specific material
- Number of copies held within the library and in the OSL Consortium
- Availability of newer and better materials on the subject
- Available funding

WEEDING

The North Kingstown Free Library recognizes the need to continuously evaluate its collections in response to the changing nature and needs of its community, through weeding (i.e., removal from the collection), replacement, and duplication of its materials. Weeding is a necessary function of selection because it systematically eliminates outdated materials, materials which are no longer of interest or in demand, unnecessary duplicates, and worn or mutilated materials.

GIFTS

Gifts and donations made to the library will be integrated into the collection following the same criteria used for selection. Any donations not used in the collection may be given to other organizations, sold or recycled. Form to Donate Materials for Addition to the North Kingstown Free Library Collection; Form For Suggestion for Purchase of Materials for Addition to the North Kingstown Free Library Collection.

LOCAL AUTHORS

Donated or purchased copies of books written by local authors are accepted at the library; however, inclusion within the library collection will be determined by library staff following the general selection criteria. Form to Donate Materials for Addition to the North Kingstown Free Library Collection; Form For Suggestion for Purchase of Materials for Addition to the North Kingstown Free Library Collection.

NEW TECHNOLOGIES

Recognizing that the technological age is initiating a revolution in information access and distribution, North Kingstown Free Library will acquire various resource materials in various formats, as dictated through demand and price.

Approved by the North Kingstown Free Library Board of Trustees 7/20/2015